

ATTENDANCE POLICY

4300

Statement of Overall Objectives

Every student has a right to educational opportunities that will enable the student to develop his or her fullest potential. Attendance policies are based on the principle that regular school attendance maximizes the student's interaction with his or her teachers and peers and is a major component of academic success. Improved school attendance generally increases student achievement. Therefore, attendance policies that provide for the early identification of attendance problems and effective methods to address them are most likely to succeed. Successful implementation of any attendance policy requires cooperation among all members of the education community, including parents/persons in parental relation, students, teachers, administrators, and support staff.

Compulsory Education under New York State Law

School age minors age 6-16 must attend school regularly as prescribed where the student resides. The student must attend school the entire time classes are in session (NYS Education Law 3205). The compulsory education law is designed to require school attendance and insure that no child is denied the opportunity to receive an education. New York State compulsory education laws specify that each minor child from 6 to 16 years of age, mentally and physically fit, will be in regular attendance for the entire time school is in session. At Discovery Charter School a child who becomes 5 years of age prior to December 1 during a school year is eligible to attend Kindergarten starting in August of that school year. According to State law, the school year begins July 1.

Description of Strategies to Meet Objectives

The School will: a) Create and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance. b) Maintain accurate record keeping to record

attendance, absence, tardiness or early departure of each student. c) Develop strategies to improve school attendance for all students

Attendance/Participation Regulations

a) The attendance policy begins upon the first day of formal enrollment in each class. Enrollment in class begins when a teacher is notified of placement. b) It is the responsibility of students to contact their teachers regarding missed tests and class assignments. c) If a student is absent for more than 50% of a given class period, it will be considered an absence. d) Three "illegal" instances of tardiness or early departure will constitute an "illegal" absence. e) Students who do not attend classes do not participate in the learning that takes place. Students and families should be aware that a lack of class participation is a factor that can be considered in the course grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work. f) Classroom teachers are required to complete a form letter to be mailed to parents/guardians after a student has three (3) absences from class within a marking period. g) Any student who misses *twenty one* consecutive days of school without the school being notified will be considered withdrawn from the school by the family and her/his spot will be lost.

Excuses:

Within five days of a student's return to school from an absence, a written excuse from a parent or legal guardian must be received or the school must consider the absence "illegal". Tardiness or early departure must be explained with a note from the parent/guardian on the day of the event. If an excessive pattern of legal absences is identified by the Director or his or her designee, the office will investigate the validity of the excuses and reasons for absences. If the absences are found to be illegal, then they will be recorded as such.

Notice of Students who are Absent, Tardy, or Depart Early without Proper Excuse

The school staff will be responsible for notifying the parent/person in parental relation for a student who is absent, tardy or departs early without proper excuse. If the parent/person in parental relation cannot be reached, the staff member will provide such notification by mail. If deemed necessary by appropriate school officials, or if requested by the parent/person in parental relation, a school conference shall be scheduled between the parent/person in parental relation and appropriate staff members in order to address the student's attendance.

Approved by the Board of Trustees

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